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ABSTRACT

This guide outlines procedures for vocational administrators and teachers to use in setting up and working with general occupational advisory committees and specialized occupational advisory committees. The guide covers the following topics: nature of the committees; procedures for selecting, appointing, and using advisory committee members; and how to conduct meetings. Resources are provided for each of these topics in extensive appendixes. The appendixes contain sample letters, an advisory committee members' handbook, and a sample certificate of appreciation. (KC)

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ESTABLISH & CONDUCT MEETINGS OF A GENERAL AND
SPECIALIZED OCCUPATIONAL ADVISORY COMMITTEE

March, 1985

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Establish and Conduct Meetings of a General & Specialized Occupational Advisory Committee

Introduction:

General Occupational Advisory Committee -- The general occupational advisory committee is a group of persons chosen from the community, region, or state to give advise regarding occupational programs. This committee is concerned with problems pertaining to the development and evaluation of the overall occupational curriculum. The primary purpose of the advisory committee is to provide a link between the school and the community or community college district. It provides a two-way system of communication whereby the school or college and the community can channel information and receive feedback.

The committee should meet periodically to review the total occupational education curriculum offered at the school or community college and to advise on new requirements and priorities.

The general occupational advisory committee should be a formally organized committee appointed by proper authority or authorities for a defined term. The committee is usually made up of leading members of the industrial, business, agriculture, professional, labor, and educational organizations of the community or region. Normally, these people are accustomed to dealing with occupational curricula in general terms. Therefore, their function is to provide advice in determining general policies and types of occupational education programs or clusters that are needed in the community or region.

The advisory committee has no legislative or administrative authority and only serves in an advisory capacity. In addition, members usually serve voluntarily without pay.

Some specific functions of the general occupational advisory committee are:

1. Identify occupational needs of the region
2. Review labor market information and data
3. Identify potential occupational areas
4. Serve as a communication channel between the schools and the community
5. Recommend ways through which occupational needs can be best met

6. Suggest related and technical information that should be considered in the development of occupational programs
7. Recommend competent personnel from business and industry as potential instructors
8. Suggest ways for improving dissemination of program information
9. Assist in identifying facilities for internships and on-the-job cooperative work experiences
10. Keep the school informed of changes in the labor market
11. Assist in recruiting students, providing facilities, and placing qualified graduates in appropriate positions
12. Assist in the evaluation of the occupational curriculum and the assessment of its impact on the community or region
13. Give advice on space needs for occupational programs
14. Suggest and support needed local, state, and national action to assure adequate occupational education programs
15. Speak on behalf of the "consumers" of occupational education for such groups as minorities, unemployed workers, dislocated workers, displaced homemakers, etc.

Specialized Occupational Advisory Committee -- The specialized occupational advisory committee is usually organized to give advise regarding instructional programs in specific trades, occupations, or clusters of occupations. A specific committee should be used for each occupational program area. For example, a separate specialized advisory committee should be used for vocational agriculture, data processing, horticulture, distributive education, automotive mechanics, etc.

The specialized occupational advisory committee should be a formally organized committee appointed by proper authority or authorities for a defined term. The committee should be made up of leading members of the agriculture, industrial, business, professional and labor organizations of the community or region. The committee has no legislative or administrative authority and should only serve in an advisory capacity. In addition, members usually serve

voluntarily without pay.

Some specific functions of the specialized advisory committee are:

1. Identify/formulate/review job descriptions for each occupation
2. Identify/review job duties for each occupation
3. Validate job duties and tasks for each occupation
4. Assist in the sequencing and grouping of tasks
5. Serve as a communication channel between the schools and the community or regional occupational groups
6. Identify related and basic skills needed for successful employment
7. Recommend physical facilities and types of equipment needed for a specific occupational program
8. Suggest ways to promote the program
9. Recommend standards of competency achievement which are necessary for entry into employment and promotion within an occupational area
10. Recommend competent personnel with appropriate business and industrial experience as potential instructors
11. Assist with evaluation of the instructional program
12. Assist in recruiting potential students, providing internships, and in locating jobs for qualified graduates
13. Keep the schools and community college informed on current specific needs and changes in the labor market
14. Provide a means for the school or college to inform the community or region of needed occupational programs
15. Assess program needs in terms of community or region needs
16. Assist in long-term regional program planning

The responsibility for organizing advisory committees and selecting members usually rests with the educational institution. For a regional advisory committee, each school should nominate a member to serve on the committee.

PROCEDURES	RESOURCES
I. Select advisory committee members A. Determine the criteria for membership on the advisory committee. This would include: 1) Willingness to devote valuable time to the committees 2) Wide range of experience 3) Recognized leadership 4) Career commitment, and 5) An interest in the school(s) or college(s) of the region B. Prepare a list of potential advisory committee members. Presidents and/or directors of companies and associations of the community, civic organizations and others should be asked to nominate members of the committee. (See resources column for sample list) <u>NOTE:</u> <i>Community and regional representation should be considered in the selection of advisory committee members. Each Community and region has its power structure, its union and civic leaders, and care must be exercised in the selection of committee members so that they are truly a cross-section of the community or region in order to achieve balance. Not only should representation of community or regional leaders, minority group leaders, educational leaders, other institutions, civic and other organizations, business and industry be achieved in addition to geographical representation, but also the membership should represent various levels of administration; i.e., professional, technical, skilled, semi-skilled, presidents, vice-presidents, and hourly employees. The committee should include representative students</i> (CONTINUED)	See also listing in Sample Advisory Committee Handbook, Form 1.1.4 American Mfg. Assoc., Community Action Assoc., Chamber of Commerce; Representatives of City Mgmt. Presidents of Companies; Labor Unions; Educational Institutions; "Y" Associations; Board of Trustees; Professional Organizations; Staff members; Other Advisory Committee members.

PROCEDURES	RESOURCES
<i>from on-going occupational programs. The most aggressive and ambitious candidates do not necessarily make the best members. If they are concerned mainly with their own prestige or of the interests of a small group, their contribution may be quite limited.</i> C. The list of potential members should be carefully checked by some appropriate administrator within the institution (i.e., president, superintendent, dean, director, or by a selection committee appointed by the board). 2. Appoint Advisory Committee Members A. The prospective advisory committee member should either be contacted by telephone or a personal visit to explain the nature of the advisory committee service and to solicit interest in serving on the committee. If this is not possible, a letter should be sent to determine the prospective member's willingness to serve on the committee. B. The list of names should be submitted to the board for approval. C. An appointment letter may be sent to each new member from the president's office, the superintendent's office, or from the board president. <u>Note:</u> <i>The reasons for the letter coming from these individuals are as follows:</i> <i>1) It helps establish the source of authority</i> <i>2) It lends prestige to the appointment and to the committee</i> (CONTINUED)	Sample Letter 1.1.1 Sample letters, Forms 1.1.2 and 1.1.3

PROCEDURES	RESOURCES
3. Utilization of Advisory Committee Members A. Publish an annual advisory committee handbook. The purpose of the handbook is to orient all committee members to their duties and responsibilities. The handbook should contain the following: 1) Profile of the schools and community colleges within the region 2) Philosophy and purposes of the schools and colleges and of occupational education 3) Basic policy regarding advisory committees 4) Advisory committees and their functions 5) Advisory committee organization a) personal qualifications b) advisory committee operations c) term of membership d) selection of chairperson e) duties of chairperson f) who represents the schools and colleges g) duties of the schools and college representatives h) lines of communication i) number of members j) number of meetings (CONTINUED)	Example Handbook, Form 1.1.4

PROCEDURES	RESOURCES
6) Duties and functions of committee chairperson and secretary a) the committee chairperson b) the committee secretary 7) Conducting the advisory committee meetings 8) Records of the meeting 9) Reports of the meeting 10) Membership of the different advisory committees B. Send a letter of invitation to advisory committee members to attend organizational meeting along with an agenda and the handbook. Personal contact via a telephone call is also recommended. C. Holding the meeting 1) Orient the members to purposes and responsibilities. (Review the Handbook) <u>Note:</u> <i>Be sure that the advisory committee serves only in an advisory capacity and that the members are aware that they are serving in this capacity. The members must be aware that they have no legislative or administrative authority. They have no authority to delegate or to legislate, and in no way are their activities intended to usurp any of the prerogatives of legal boards or of administrative staffs.</i> <u>Additional Note:</u> <i>The success of the advisory committee operation depends upon the stance taken by you. If you are interested in involving the advisory committee in planning and evaluation, you have a variety of techniques available for achieving effective cooperation.</i> (CONTINUED)	Example Agenda Form 1.1.6; Example Letter Form 1.1.5 Sample Handbook Form 1.1.4

PROCEDURES	RESOURCES
Some of these techniques are: • The advisory committee can best perform its function if it has available regional and local facts that might in some way affect the school or college programs. • Committee members should be given the problem, not the answer; they should be asked, not told. • There should be evidence that advisory committee suggestions were received and carefully studied by you. Advisory committee recommendations should be received in writing, and the person receiving these should reply in writing. 2) Elect officers and appoint standing and special committees, etc. 3) Maintain a record of membership attendance. D. After the meeting, send a thank you letter signed by you thanking committee members for coming. For those unable to attend, send a letter stating that you hope they can attend future meetings. Include a copy of the minutes of the meeting with the letter. <u>Note:</u> You may also want to include a postcard soliciting their continued willingness to serve on the committee. Those unwilling to serve should be replaced. E. The recommendations made by the advisory committee members may be made available to the news media soon after the meeting. <u>Note:</u> Key personnel from each institution's administrative and instructional staff within the region should receive minutes and other reports made by advisory committee members in order to keep them informed of what is happening in advisory committee meetings. (CONTINUED)	Example letter Form 1.1.7 and Postcard Form 1.1.1

PROCEDURES	RESOURCES
F. A concerted effort should be made to recognize the efforts of the advisory committee and its members. The following are some suggested means for accomplishing this: 1) Publish names in annual school catalog 2) Publish names of members in annual advisory committee handbook 3) Distribute news release to news media indicating the work of the advisory committee and a listing of the members 4) Prepare a display in appropriate classroom, laboratory, or administrative bulletin board containing a listing of all current advisory committee members 5) Prepare a resolution of appreciation and have it passed at a public board meeting 6) Issue a certificate of appreciation to each committee member along with appropriate frame 7) Send a letter of appreciation from president or board chairperson to committee member 8) Send a letter of appreciation from president or board chairperson to committee member's superior.	Sample Resolution Form 1.1.8 Sample Certificate Form 1.1.9 Sample Letter Form 1.1.10 Sample Letter Form 1.1.11

Sample Letter Inviting Industry Representative to Serve on Advisory Committee
(Letterhead)

March 4, 1985

Mr. Alvin Brown, Manager
Joe's Steak House
Jefferson Street
Hometown, Illinois 60000

Dear Mr. Brown:

(Name of school or region) is establishing a General Occupational Advisory Committee to advise us concerning types of occupational education programs that are needed in the region. The committee will meet periodically on a continuing basis to review the total occupational education curriculum (name of region) and to advise on new requirements and priorities. Usually, this committee is concerned with problems pertaining to the development and evaluation of the overall occupational curriculum and not with a specific occupational program.

Because of your extensive experience in the foods industry and your recognized leadership and interest in our schools, we would like you to serve on this advisory committee.

Realizing that you have a very busy schedule, we are tentatively planning on holding only four group meetings during the coming year. The dates, times, and places for these meetings can, of course, be decided by the total committee at the organizational meeting which will be held on March 18, 1985, at 7 p.m. in the Conference Room of the Administration Building.

Please sign and return the enclosed self-addressed card if you can attend and/or are able to serve on the committee.

Enclosed is a copy of the advisory committee handbook. Should you have any questions regarding the function or purpose of the advisory committee, please do not hesitate to call me. I am looking forward to seeing you on March 18, 1985.

Sincerely,

Eugene Richardson, Director
Occupational Education

ER/ml
Enclosures

Advisory Committee Member Return Postcard

Will you be able to serve on the (General Occupational)
Advisory Committee?

 Yes No

If yes, will you be able to attend the March 18, 1985, meeting?

 Yes No

If no, please indicate your best day and time for a meeting.

Day of week

Time (Name)

(Title)

Sample Letter Announcing Official Appointment by College President or Board Chairperson
(Letterhead)

April 5, 1985

Mr. John Bleed, Manager
Hometown National Bank
127 Key Street
Hometown, Illinois 60000

Dear Mr. Bleed:

The (name of school or region) Board of Trustees takes great pleasure in welcoming you as a member of our working team. Your appointment to serve a one-year term on the General Occupational Education Advisory Committee was approved at last night's board meeting.

Your extensive background and experience in the banking industry and your interest in the school qualify you as a most valuable member of this advisory team. Not only can this be an opportunity to contribute of your talent to the industry, but to the community as well.

Thank you for your interest in (name of schools).

Very sincerely yours,

William J. Dorsten, Chairperson
Board of Trustees

WJD/ml

Sample Letter Welcoming Member to Serve on Advisory Committee

(Letterhead)

May 2, 1985

Mr. Edward Burket
Chief of Police
150 West Jefferson Street
Hometown, Illinois 60000

Dear Chief Burket:

On behalf of the (name of school or region) Board of Trustees, I take great pleasure in welcoming you as a member of our working team. Your willingness to serve on the General Occupational Education Advisory Committee for the 1985-86 school year is appreciated and your contribution is viewed as an essential part of building quality occupational education programs at our school(or within the region).

Your interest and experience in law enforcement and in our schools makes you a valuable member of this advisory team. Not only is this an opportunity to contribute your talent to the schools, but to the community and region at large as well.

Thank you again for your willingness to give of your time and talent.

Sincerely,

David A. Jones
President

DAJ/ml

Form 1.1.4

Example Handbook for Occupational Advisory Committee Members

A HANDBOOK FOR OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

(Name of School or Region)

Hometown, Illinois 60000

January 25, 1985

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Note: Appendices are intended for internal use by the local administrator.

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Form 1.1.4 Continued

Profile of the School (or Schools Within the Region)

(Name of School) is a Class I public school or community college serving the needs of District 1000 in the areas of transfer studies, occupational education program areas, and adult evening and continuing education. The establishment of the school (college) was authorized by the General Assembly with the passage of (School Act) or the Junior College Act of 1965.

As a result of the effective work of a citizen's advisory committee in preparing for the referendum, the voters of 20 high school districts in Williams and Mary Counties voted favorably on November 1, 1965, to create this school. The community high school districts originally included in (Name of School) District 1000 were: Benson, Groveville, Hubbard, Hinsdale, Lake Forest, Leslie, Naperville, West Chicago, Yorktown, Mio, Henry, Auglaize, Paulding, Lincoln, Tipp City, Valley View, Erie, Putnam, and Aurora.

(Name of School) legally came into existence with the organization of the board on February 15, 1966. Doctor David A. Jones was appointed the first president of the school and took office on July 1, 1966. In September, 1967, the school opened with a total enrollment of 1,500 students. In September, 1968, the total enrollment was 4,500 students. In 1969, the total enrollment was 5,000 while in 1986, the expected enrollment is 7,000 students.

The school classes are being held in both temporary facilities and in facilities of local area high schools and industries. The permanent campus is presently under construction and plans are for occupancy of the campus beginning August 30, 1985.

Form 1.1.4 (Continued)

Philosophies and Purposes of the School or Schools and of Occupational Education

(Name of School or Schools) is a locally controlled and administrated institution dedicated to the diversified educational needs of the residents of the district (or region). Recognizing that students and adults differ in their educational needs, interests, abilities, and aspirations, the school (or schools) has organized its curriculum to assist the student and/or adult to prepare for work as an individual, as a member of a family, and as a citizen. (Name of school) seeks to undertake the fulfillment of the following:

Occupational Education

Occupational Education programs of study are available for students who desire to pursue careers in agriculture, business, technical, professional, or occupational specialties. These programs have been planned to prepare students at an entry level and to be gainfully employed and/or to improve their present skills or to teach them new skills. The school (or region) seeks to provide curricula which reflect the rapidly changing social and technological demands of our society.

College Transfer Education (For a Community College)

The College Transfer oriented programs parallel freshman and sophomore programs of study offered at four-year colleges and universities in both content and quality. It is possible for a student who pursues these programs to earn a baccalaureate degree by transferring to a four-year institution and successfully completing the required upper division courses.

Adult Evening and Continuing Education

One of the major purposes of the school is to provide continuing education and community service programs, courses, and activities of a cultural, educational, recreational and occupational nature for both credit and non-credit.

Pupil Personnel Services (Advising and Counseling)

Professional counseling services are available to assist each student whether full-time, part-time, day, or evening with a selection of courses and with the planning of his/her educational program. These services have also been designed to enable the student to identify areas and directions of occupational endeavor which are compatible with his/her interests and aptitudes.

Basic Policy Regarding Advisory Committees

An advisory committee may be defined as a group of persons chosen from the region or community, student body, state, or nation to advise educators regarding educational programs. The advisory committee is usually a formally organized committee appointed by proper authority or authorities for a defined term. The primary purpose of an advisory committee is to provide a link between the community and the school district. The function of the advisory committee is to provide closer cooperation and better understanding of career education by industry, the general public, professions, and the school. It provides a two-way system of communications between the school and community which is essential to all educational programs. The advisory committee serves in an advisory capacity and has no legislative or administrative authority.

Advisory Committees and Their Functions

The attainment of high quality occupational education programs which are realistic in light of actual or anticipated opportunities for gainful employment is not possible without the close involvement of knowledgeable persons from agriculture, business, industry, and labor. The nature of occupational change requires that educators, and particularly those who are charged with decision-making be kept informed of the current and anticipated skill needs of industry. Since the school is designed to meet so many needs, it is not

possible for a single type of advisory committee to adequately serve and advise for all the needs in all the occupations. Generally, there are two types of advisory committees most commonly functioning at the local level. These are:

General Occupational Advisory Committee

The general occupational advisory committee is concerned with the total occupational curriculum. The committee meets periodically on a continuing basis to review all programs being offered at the school or within the region and to advise on new requirements and priorities. Usually, this committee is concerned with problems pertaining to the development and evaluation of the overall curriculum.

The general occupational advisory committee is usually made up of leading members of the industrial, business, agricultural, professional, labor and educational organizations of the community. Therefore, the major function of the general occupational advisory committee is to provide advice in determining general policies and types of occupational education that are needed in the community. Other functions of the general occupational advisory committee are:

1. Identify occupational needs of the region
2. Review labor market information and data
3. Identify potential occupational areas
4. Serve as a communication channel between the schools and the community
5. Recommend ways through which occupational needs can be best met
6. Suggest related and technical information that should be considered in the development of occupational programs
7. Recommend competent personnel from business and industry as potential instructors
8. Suggest ways for improving dissemination of program information

9. Assist in identifying facilities for internships and on-the-job cooperative work experiences
10. Keep the school informed of changes in the labor market
11. Assist in recruiting students, providing facilities, and placing qualified graduates in appropriate positions
12. Assist in the evaluation of the occupational curriculum and the assessment of its impact on the community or region
13. Give advice on space needs for occupational programs
14. Suggest and support needed local, state, and national action to assure adequate occupational education programs
15. Speak on behalf of the "consumers" of occupational education for such groups as minorities, unemployed workers, dislocated workers, displaced homemakers, etc.

Specialized Occupational Advisory Committee

The specialized occupational advisory committee is usually organized to advise administrators regarding instructional programs in specific trades, crafts, or clusters of occupations. There is a specific committee for each curricula or occupational program area. Some specific functions of the committee are:

1. Identify/formulate/review job descriptions for each occupation
2. Identify/review job duties for each occupation
3. Validate job duties and tasks for each occupation
4. Assist in the sequencing and grouping of tasks
5. Serve as a communication channel between the schools and the community or regional occupational groups
6. Identify related and basic skills needed for successful employment

7. Recommend physical facilities and types of equipment needed for a specific occupational program
8. Suggest ways to promote the program
9. Recommend standards of competency achievement which are necessary for entry into employment and promotion within an occupational area
10. Recommend competent personnel with appropriate business and industrial experience as potential instructors
11. Assist with evaluation of the instructional program
12. Assist in recruiting potential students, providing internships, and in locating jobs for qualified graduates
13. Keep the schools and community college informed on current specific needs and changes in the labor market
14. Provide a means for the school or college to inform the community or region of needed occupational programs
15. Assess program needs in terms of community or region needs
16. Assist in long-term regional program planning

Advisory Committee Organization

1. Personal Qualifications - The degree of expertise possessed by each member is often an influencing factor in the invitation received to serve on the advisory committee. This knowledge, coupled with a general understanding of the field of education, affords the school a rich source of information.
The criteria for membership on an advisory committee includes:
 - A. Willingness to devote valuable time to the committee
 - B. Wide range of experience
 - C. Recognized leadership

D. Career commitment, and

E. An interest in the school

2. Term of Membership - While (Name of School) is appreciative of the cooperation and contribution of all the individuals who have consented to serve on the different advisory committees, the school realizes that members often have commitments and have busy schedules. Therefore, it is our policy to appoint all committees on a one-year basis. We expect that some individuals can and would be willing to serve additional terms. In addition, there are those who will be involved in some facet of the program which will make a continuing relationship with the committee an asset.

In consideration of the above, we expect to rotate the membership so that it would not be burdensome and so that other individuals who have expressed an interest in the program may have the opportunity to make a contribution. Even though basic policy calls for membership for one year, we hope approximately two-thirds of the committee members would be reappointed to serve as experienced members. Using a staggered replacement rate of one-third per year, there will always be new members coming into the committee with experienced members providing the needed stability and leadership. When a term has expired, a new committee member will be appointed by the school.

3. Selection of Committee Members - Advisory Committee members must meet the criteria previously spelled out and are usually nominated by the many different professional, educational, labor, and manufacturing organizations within a community or region by faculty and others. Final selection and approval of advisory committee members will be made by the school.
4. Selection of the Chairperson - The different committee members of each committee will select their own chairperson to preside over the meetings.

5. Duties of the Chairperson - The chief duty of the chairperson is to preside at all meetings of the committee. The chairperson will be expected to work closely with the administration at all times and will be consulted when the agenda for the meeting is prepared. The chairperson will appoint sub-committees and represent the advisory committee when appropriate.
6. Who Represents the School - The director(s) of occupational education will represent the administration at the general occupational advisory committee meetings. The director(s) of occupational education will assist the specialized occupational advisory committees in their organizational phase; however, it is expected that the different department or division chairpersons or program heads for each of the major occupational areas would be the official school representative at these specific meetings.
7. Duties of the School Representative - The school representative is mainly present to seek advice and not to give it. One of the duties of the school representative in consultation with the chairperson is the preparation of the agenda for each meeting. It is the responsibility of the chairperson and the school representative to outline the tasks to be accomplished by the committee and to present items or problems needing action to the advisory committee for their discussion and recommendations. Other duties of the school representative include reproduction of the minutes, notifying members of time and place of meetings, arranging for meeting rooms at the school, and preparing reports of progress. The school will assume the tasks providing all clerical assistance needed in the work of the committee, including minutes, reports, recommendations, and special notices.
8. Lines of Communication - It has been common practice at (Name of School) to send copies of the minutes, including recommendations, to the following individuals and agencies: (A) administrative officers of the school, (B) the

different department chairpersons of the school (C) the members of the advisory committee, and (D) the organizations represented by the committee members.

9. Number of Members on the Advisory Committees - The number of members on an advisory committee will vary with the nature of the program served. This group normally should not exceed twelve to fifteen members which will be large enough to lend itself to informal constructive discussion and yet provide an adequate cross-section of the different community interest groups.
10. Number of Advisory Committee Meetings - There is no set pattern as to the number of meetings to be held by the advisory committee during the course of a year. The number of meetings depends entirely upon the particular occupational education program and the number of tasks to be accomplished. The number of meetings to be held should be established by the advisory committee at the organizational meeting and this agreed upon figure should be adhered to as closely as possible. It may be possible to avoid calling numerous meetings by polling committee members via telephone or by mail questionnaires, thereby, reducing the number of times for holding an official meeting.

APPENDIX A
(For Internal Use by the Local Administrator)

Duties and Functions of Committee Chairperson and Secretary

The Committee Chairperson

The principal task of the chairperson is to preside at all advisory committee meetings. The chairperson may be either a community or school representative, as examples of both can be found at (Name of School).

If the chairperson is a representative from business or industry, he/she should meet with the school representative to plan the meeting agenda. Having decided on the agenda, time and place for the meeting, notices should be sent by the school on official stationery with the meeting agenda enclosed with the letter.

In conducting the meetings, the chairperson should assume the role of discussion leader such as used at conferences, thus minimizing the formality of the committee meetings. Formal parliamentary procedure may tend to stifle the interest and discussion of the committee, whereas, the conference type of meeting may promote a greater participation by each member. Even though the advisory committee is a working committee, the atmosphere should be pleasant; i.e., comfortable chairs, tables, and refreshments should be made available.

The most important attributes of the committee chairperson are:

1. An understanding of the total purposes of the specific advisory committee
2. An ability to explain the purposes to others
3. An ability to lead discussions
4. A sensitivity to the viewpoints of others
5. A willingness to make the committee a success

The Committee Secretary

The committee secretary is sometimes elected by the advisory committee from its membership; however, due to the unusual amount of routine, time-consuming work to be done by the secretary, it is recommended that he/she be a representative of the school.

The secretary is responsible for the preparation and mailing of announcements, minutes, meeting notices, and other information as may be necessary to committee members, school administrators, and others who must be kept abreast of committee activities.

If the secretary is a non-school employee, then the director of career programs or other designated school representatives will assume the responsibility for preparing the minutes for dissemination. The minutes and/or committee reports should be accurately and neatly prepared after each meeting.

The most important attributes of a secretary include:

1. An understanding of the importance of the occupational program(s)
2. An ability to take notes and to organize detailed material into a meaningful whole
3. An ability to put notes down in an organized manner on paper
4. An ability to keep members informed of all accomplishments and of upcoming meetings

APPENDIX B
(For Internal Use by the Local Administrator)

Conducting the Advisory Committee Meetings

When conducting an advisory committee meeting the chairperson should preside at the meeting and discuss the topics on the previously prepared agenda. A typical agenda for an advisory committee organizational meeting may include:

1. Introduction of all committee members by either the chairperson or the school representative
2. Brief review of the total school educational curriculum, total school occupational education curriculum, or the specific occupational areas depending upon the specific advisory committee
3. The relationship of the committee to the program - including duties and functions
4. Development of an organizational structure:
 - A. Selection of a chairperson and a secretary
 - B. Selection of place, time, and dates for the meetings
 - C. Adoption of rules such as listed in the advisory committee handbook to govern the conduct of the meetings
5. Tasks to be accomplished by the committee
6. Discussion of initial tasks
7. Future committee plans and future specific tasks to be completed by the committee
8. Adjournment
9. Tour of the occupational facilities

A typical agenda for a regular advisory committee meeting may include:

1. Call to order by the chairperson
2. Report of previous meetings or reading of minutes
3. Reading of communications
4. Report of subcommittees, if any
5. Specific topics for discussion as per the pre-determined agenda
6. Future committee plans and future specific tasks to be completed by the committee
7. Adjournment

Records of the Meeting

The following records will be maintained of each advisory committee meeting:

1. Personnel present (title, address, and telephone number)
2. Personnel absent
3. Introductory statements - brief and simple
4. The items discussed at the meeting, plus the agreements reached
5. A summary of all recommendations made
6. Action to be taken

Membership of Different Advisory Committees

The different advisory committees and their membership are listed under this section. An example is contained on the next page.

Example List of Advisory Committee Membership
EXECUTIVE TRANSPORTATION ADVISORY COMMITTEE MEMBERS

For

(Name of School)

Membership Outside of (Name of School)

Mr. Lyle Gordon, Chairperson
Vice President
Navajo Freight Lines
P. O. Box 2560
Gary, Indiana 46403
222-2211 (Home) 798-5864

Mr. Anthony Sanchez
Director of Traffic
Allied Tube & Conduit
16100 South Lathrop
Harvey, Illinois 60426
339-1612 (Home) 798-9675

Mr. Bill Darling
Manager of New Product Development
Illinois Central Railroad
135 East Eleventh Place
Chicago, Illinois 60605
922-4814 (Home) 754-1689

Mr. Daryl L. Jones
Manager, Freight Sales
American Airlines
P. O. Box 66040
O'Hare International Field
Chicago, Illinois
686-4124 (Home) 325-2387

Mr. Paul Gaylord
Manager of Traffic
Ford Motor Chicago Stamping Plant
1000 East Lincoln Highway
Chicago Heights, Illinois 60411
757-6700 (Home) 747-1549

Mr. Jack Dodge
Manager Traffic - Central Area
United States Steel Corporation
208 South LaSalle Street
Chicago, Illinois 60690
329-2152 (Home)

Mr. James R. Smith
General Traffic Manager
The Quaker Oats Company
Merchandise Mart Plaza
Chicago, Illinois 60654
222-6908 (Home) 798-4397

Mr. Fred J. Moyer
Director of Personnel
Chicago, Rock Island & Pacific
Railroad Company
LaSalle Street Station
Chicago, Illinois 60605
922-3203 (Home)

Ex-Official Membership From (Name of School)

Mr. Eugene Richardson, Director
Occupational Education
(Name of School)
1971 College Street
Hometown, Illinois 60000
727-4681 (Home) 727-5761

Mr. John Wise, Chairperson
Department of Business
(Name of School)
1971 College Street
Hometown, Illinois 60000
727-4681 (Home) 727-4216

Mr. Ray Stamp
Program Coordinator
Marketing Mid-Management
(Name of School)
1971 College Street
Hometown, Illinois 60000
727-4681 (Home) 729-0941

Mr. John Jones
Sophomore Student
Marketing Mid-Management
Hometown, Illinois 60000
729-8374

Sample Letter Inviting Member to Attend Organizational Advisory Committee Meeting

(Letterhead)

March 6, 1985

Dr. Harold Law
Diagnostic Depot
Illinois State Penitentiary
415 Woodruff Road
Hometown, Illinois 60001

Dear Dr. Law:

Pursuant to our telephone conversation earlier this week, I am writing to confirm your willingness to serve as a member of our Corrections Advisory Committee. The first meeting of this committee will be held at the school on Friday, March 22, 1985, at 12 noon. This will be a luncheon meeting.

The meeting location will be the Board Conference Room of the Administration Building. Enclosed you will find two maps; one to aid you in locating the campus, the other shows the parking area and meeting location circled in red.

The meeting agenda is enclosed. Also enclosed you will find a copy of our proposed associate degree program in corrections and the course descriptions for the same, as well as an advisory committee handbook. These materials will form the basis of our discussions.

Thank you again for your interest in this program. The school is indeed proud to have you as a part of our working team.

If for any reason you will be unable to attend this meeting, please contact me as soon as possible.

Sincerely,

Mary Richardson
Director, Occupational Education

MR/ml

Enclosures (4)

(Name of School)

Hometown, Illinois 60000

A G E N D A

Corrections Advisory Committee Meeting

March 22, 1985, 12 Noon

Board Conference Room
Administration Building

Order of Business

1. Welcome by school President, Dr. David A. Jones (lunch served during the meeting)
2. Introduction of committee members by Mary Richardson, Director of Occupational Education
3. Brief review of the responsibilities, duties, and functions of the advisory committee -- Richardson
4. Development of an organizational structure
 - A. Selection of a chairperson and secretary
 - B. Selection of dates and times for meetings
5. Report of the tasks to be accomplished by the committee during the year (handout) -- Richardson and Dr. Harold Law of the Illinois State Penitentiary
6. Discussion of tasks one and two
7. Future committee plans
8. Adjournment (2 p.m.)
9. Tour of the occupational facilities

Sample Letter to Advisory Committee Members Who Failed to Show up at the Meeting
(Letterhead)

June 7, 1985

Mr. Hal Grey, President
Control-I-Com Engineering
209 Hard Hat Road
Glen Ellyn, Illinois 60137

Dear Mr. Grey:

Enclosed is a copy of the minutes of our June 5, 1985, Welding Technology Advisory Committee Meeting. We are sorry you missed that meeting and hope you will be able to attend the next one.

Some of the members of this committee are having difficulty attending the day-time meetings. Would you please complete the enclosed postcard and return it to us to indicate your continued willingness to serve on the committee and the best day of the week and time to attend the meeting.

Sincerely,

Ronald Kimmons
Vocational Director

RK/ml

Enclosures

Sample Resolution of Appreciation

R E S O L U T I O N

Adopted June 28, 1985

(Name of School)

(Board of Trustees)

WHEREAS, The Occupational Education Programs at (Name of School) have enjoyed a very profitable year in working toward their goals and objectives; and

WHEREAS, The General Occupational Advisory Committee has been instrumental in bringing about our success, be it, therefore

RESOLVED, That the members of (Name of School) Administration and the Board of Trustees express their appreciation to the following members of the General Occupational Advisory Committee: Mr. Emil Smith, Miss Sarah Boyles, Mr. Don Burgess, Mr. John Jones, Mrs. Emma Stillwell, Mr. Tom Still, Dr. Robert White, and Mrs. Thelma Hoorman; and be it

RESOLVED FURTHER, That this resolution be read on the evening of July 9, 1985, at the Annual Banquet honoring all advisory committee members, and that a copy of this resolution be presented to each member of the committee.

William J. Dorsten, Chairperson
Board of Trustees

Sample Certificate of Appreciation

CENTRAL COMMUNITY COLLEGE



Certificate of Appreciation

This is to certify that

is awarded this certificate for
Outstanding Service to the College

Date

President

Chairperson, Governing Board

Dean of Occupational Education

Sample Letter of Appreciation From School President or Board Chairperson

(Letterhead)

May 6, 1985

Chief John D. Smith
Springfield Police Department
Police Avenue
Springfield, IL 62777

Dear John:

The Board of Trustees of (Name of School) appreciates the important role which you have played during 1984, in assisting with the development of the Law Enforcement Program. The Law Enforcement Program at our school has developed into a quality program during the past year as a result of the dedicated and highly professional work of you and other members of the advisory committee on which you served.

Through your efforts, we have been able to select a very highly qualified Law Enforcement Staff. The fact that you and other committee members were able to identify many outstanding candidates for these positions only served to make the selection of staff a more pleasurable experience for the school administration. I know that I and other members of the Board of Trustees are most grateful for your service on the advisory committee.

We of the Board are convinced that a continuation of the superior Law Enforcement Program at its present level is possible only with the support of a knowledgeable and enthusiastic advisory committee such as that on which you served during the past year.

Sincerely,

William J. Dorsten, Chairperson
Board of Trustees

WJD/ml

Sample Letter of Appreciation to Advisory Committee Member's Superior

(Letterhead)

June 25, 1985

Mr. Robert R. Cornwell, President
Stamco Corporation
One Business Street
Hometown, IL 60002

Dear Mr. Cornwell:

The Board of Trustees of (Name of School) appreciates the important role which Mr. Roger Smith of your corporation has played in assisting with the development of occupational education programs at our school. His role as Chairperson of the General Occupational Education Advisory Committee was a very demanding position and required frequent meetings with the school administrative staff and with others of our community. Mr. Smith's enthusiasm and leadership qualities and his unending devotion toward occupational education has helped us develop two new programs in addition to evaluating the existing programs.

We of the Board of Trustees are most grateful for the service of Mr. Roger Smith on our General Occupational Education Advisory Committee.

Sincerely,

William J. Dorsten, Chairperson
Board of Trustees

WJD/ml